e-Profile

Release Guide

3.9.0

28 July 2011

Version 1.0

Contents

Purpose

This Release Guide provides a brief synopsis of the new features within the next release of e-Profile.

These changes include the following:

Pregnancy Profiles – made the following changes to the pregnancy profiles process –

- The pregnancy test date will be a mandatory field when initiating a pregnancy profile using the e-Profile pregnancy template. Transfers and updates test date in MEDPROS.
- Automatically updates the pregnancy flag in MEDPROS based on the pregnancy profiles initiated and approved in e-Profile.
  - When initiating a pregnancy profile, the pregnancy flag in MEDPROS will automatically be set to 'Y'.
  - When the profile has expired, the pregnancy flag in MEDPROS will automatically revert to 'N'.

Board/Review Actions – made the following changes regarding visibility and posting of board actions –

- View All Profiles now includes a column to indicate if permanent profile flags Soldier as pending a MAR2 or MEB.
- The Meets Retention Standards and Does Not Meet Retention Standards displays now include the UIC and UIC description. Added filters to narrow and expand searches.
- Creates and sends a board record to MEDPROS when generating a post-board MAR2/MEB profile.
  - Captures date of MAR2 or MEB
  - Sends board record to MEDPROS reflecting board date, PULHES and new profile code documenting boarded action (W or Y).

Profile Rejection Process – made the following changes regarding the rejecting of profiles –

- Providers will have visibility of the rejection comments made by the approval authority, even if they did not initiate the profile
- Providers will have the ability to make the necessary modifications to the rejected profile

Modify/Downgrade Profiles – made the following changes regarding the modification of active permanent profiles –

- Added separate 'Modify' button allowing a Provider to make necessary changes to an active permanent profile. This creates a new profile, which routes through the appropriate approval process.

Administrative Functions – the following includes changes made to the administrative features

- User Directory – added UIC, email address and phone number to the grid
- User Approval – displayed the name of e-Profile administrator who last approved the account
- Archive accounts – e-Profile administrators can now archive expired or rejected user accounts
- Delete Scanned Profiles – users now have the ability to delete uploaded / scanned profiles.

Miscellaneous Tasks –

- The uses now have the ability to print out the profile templates. A watermark indicating this is a template is included.
- The Commander Review tab now includes temporary profiles. Commanders, Unit Clerks (i.e., 1SG), etc. must view the profiles through the Commander Review option to flag the profile has being viewed.

Friendly Reminders –

- All providers who submit profiles should ensure their Issuing Clinic is included in their registration information so it will populate on the DA 3349. Hover over the My Account tab and click Registration Information to update / confirm the Issuing Clinic.
- Posting historical scanned profiles into e-Profile help provide a more comprehensive view of a Soldier's profile history. These uploaded profiles are 'routed' to the approval authority and e-Profile administrators as a QA tool only. Please do not delete these profiles unless you believe they are invalid. If you do not wish these uploaded profiles routed to you for approval, please contact your e-Profile administrator, who can remove that permission from your account.
- Made modifications to the Commanders View that should drastically reduce the timeout errors users were experiencing. If the Commanders need to contact the Provider regarding questions on a Soldier's profile, please note the Provider's email address is a link when viewing the profile and can be used to email the Provider. Use the Administrative Comments to capture any comments, but please note that currently the Provider does not receive any notification indicating the Commander added comments.

For questions, please contact the MODS Help Desk at 1-888-849-4341 or medpros-eprofile@asmr.com.

Pregnancy Profiles

Pregnancy Test Date and Updates to MEDPROS

In an attempt to automate and improve data quality, the pregnancy flag will automatically be set in MEDPROS based on the pregnancy profiles submitted in e-Profile. When a pregnancy profile is submitted using the approved system-level pregnancy template, the pregnancy test date and pregnancy status flag will be updated in MEDPROS.

- When initiating a pregnancy profile, the pregnancy flag in MEDPROS will automatically be set to 'Y'.
- When the profile has expired, the pregnancy flag in MEDPROS will automatically revert to 'N'.

User Action	What to Check/System Response
Select the Pregnancy template from the Profile Template drop down menu	Click Continue to create the profile

PFC. FT LEE 1 SOLDIER

SSN: xxxxx3335   **Rank:** PFC   **DOB:** 19870506   **Gender:** Female
Unit: W1D41N (16TH ORD BN CO C TR)   Active Army | MOS: 31U | Active PULHES: 111111 (Last Issued: N/A)
Region: FT LEE   **Email:** (not available)
e-Profile Soldier ID: 1692

Revise Soldier Search

Display Temporary Profile Statistics   (Show Details...)

MEDPROS PULHES   (Show Details...)

Create/Upload/Scan Profiles   (Hide Details...)

Create New Profile

Select Profile Type: --select--   OR Select a Profile Template: --select--   Continue

--select--
Pregnancy
PostPartum
Hearing H2
Neck Pain
Shoulder Pain
Elbow Pain
Wrist Pain
Back Pain
Knee Sprain
Ankle Pain
Shaving

Upload/Scan Historical Profile

Document Type: DA Form 3349 Permaner   Upload/Scan

Display Profiles   (Hide Details...)

Profile History   All   All

Note: A pregnancy profile can only be created using the e-Profile system-level template.

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User Action	What to Check/System Response
At the disposition tab, enter in the date or use the calendar icon to indicate the pregnancy test date.	The Pregnancy Test Date is a mandatory field.

👉 **Note: The pregnancy test date is a mandatory field and will be transferred and updated in MEDPROS.**

User Action	What to Check/System Response
Enter in the date or use the calendar icon to indicate the estimated delivery date.	Enter estimated delivery date, which reflects the expiration date of the profile. Click 'next' and submit profile.

Profile: **Temporary**   Name: **FT LEE 1 SOLDIER**   SSN: **xxxxx3335**   DOB: **19870506**   Grade: **PFC**   Unit: **W1D41N**   PMOS: **31U**

Diagnosis | Activities | Restrictions | **Disposition** | Review and Submit

Profile Details

Pregnancy Test Date: 20110601

Expected Delivery Date:

March, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	1	2	3
4	5	6	7	8		
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Thursday, March 01, 2012

Today: July 21, 2011

Disposition: Temporary re...

Comments: (7000 charact...

(1) Except under unus... ...hould not be reassigned to overseas
commands until pregna... ...0 for waiver provisions and for
criteria curtailing O... ...d within CONUS. Medical clearance
must be obtained prio...

Save | Save and Exit | Exit | Delete | Previous | Next

☞ **Note: e-Profile sends the Estimated Delivery Date to MEDPROS as the expiration date of the temporary profile. The pregnancy status in MEDPROS will automatically be set to 'Y'. It reverts to 'N' upon expiration.**

Board / Review Actions

View All Profiles, Pending Board Status

To provide better awareness and visibility of the Soldiers who are pending a MAR2 or MEB, the View All Profiles report will include a column to denote the pending board action.

User Action	What to Check/System Response
Hover over the Profile Tab and click 'View All Profiles'	Returns the profiles for your location/UIC, to include a column indicating if the Soldier is pending a MAR2 or MEB based on the profile.

Meets / Does Not Meet Retention Standards (40-501) Grid

e-Profile now includes the UIC and UIC Description in the Meets 40-501 and Does Not Meet 40-501 grids. In addition, added filters to narrow or expand searching.

User Action	What to Check/System Response
Click the Meets 40-501 or Does Not Meet 40-501 items.	Returns profiles for your location/UIC, to include UIC and UIC Description. Use filters as needed to narrow or expand your search.

Creation of Board Records

When a Provider creates a post-board profile to indicate the Soldier has been through a MAR2 or MEB and found Returned to Duty/Fit for Duty, e-Profile will generate a board record and send to MEDPROS. The board record will include the board date, PULHES and appropriate profile code (W or Y).   The Board record will have a source of 'B' and be part of the Soldier's longitudinal record.

User Action	What to Check/System Response
Select the Profile that needs to have the MAR2 or MEB result posted.	e-Profile displays the profile with the Create Post MEB / MAR2 Profile button.

Profile > View Profile

Protected Health Information

View PDF Form   **Modify**

Create Post MEB/MAR2 Profile

SOLDIER INFORMATION

PID: **2544** Parent: **0** Profile: **Permanent**   Name: **TEST TEST1** SSN: **xxxxx3333** DOB: **19830904** Grade: **SSG** Unit: **W00181** PMOS: **31U**

1. MEDICAL CONDITION: *(Description in lay terminology)*			2. ALC	3. PULHES						
•Shin Splints	X INJURY? Or	ILLNESS/DISEASE?	CODES *(Table 7-2 AR 40-501)*		P	U	L	H	E	S
				Temporary						
			B	**Permanent**	3	1	3	1	1	1

4. PROFILE TYPE		YES	NO
a. TEMPORARY PROFILE *(Expiration date YYYYMMDD)* *(Limited to 3 months duration)*			X
b. PERMANENT PROFILE *(Reviewed and validated with every periodic health assessment or after 5 years from the date of issue)*		X	

☞ Note: Please note this option is based on permission and not available to all users.

User Action	What to Check/System Response
Add comments and enter board date (or use calendar icon). Click the appropriate board action (MAR2 or MEB).	System displays a confirmation popup message.

Profile > Create Post-Board Profile

help center

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Addtiional data will be stripped off. Please check the profile to ensure that the information was captured as expected.

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

6740 characters remaining.
Board Date: _____

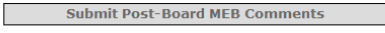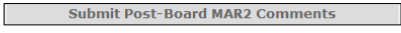| June, 2011						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Submit Post-Board MAR2 Comments

FOR OFFICIAL USE ONLY - PRIVACY ACT INFORMATION

Today: July 21, 2011

use of this application will submit explicitly individually for all lawful purposes

HIPAA Policy   Privacy and Security Notice

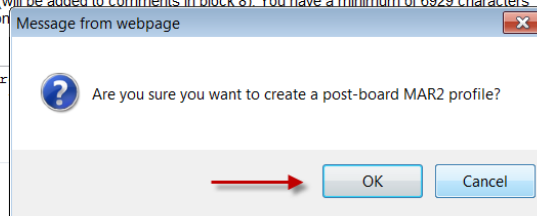---

Profile > Create Post-Board Profile

help center

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Addtiional data will be stripped off. Please check the profile to ensure that the information was captured as expected.

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

Enter Post-Board MEB/MAR2 Profile Comments here.

6740 characters remaining.
Board Date: 20110706

Submit Post-Board MEB Comments   **Submit Post-Board MAR2 Comments**

User Action	What to Check/System Response
Click 'OK' to create the post board profile; click 'Cancel' to cancel action.	Message is displayed indicating Post-Board profile has been created and data sent to MEDPROS

Profile > Create Post-Board Profile

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Addtiional data will be stripped off. Please check the profile to ensure that the information was captured as expected.

Soldier has been through the board pr
Returned To Duty or Reclassed within
COMMENTS AS NEEDED)

Message from webpage

Are you sure you want to create a post-board MAR2 profile?

OK   Cancel

6740 characters remaining.
Board Date: 20110706

Submit Post-Board MEB Comments   Submit Post-Board MAR2 Comments

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Profile > Create Post-Board Profile

Please enter Post-Board Profile comments below (will be added to comments in block 8). You have a minimum of 6929 characters up until the maximum 7000 character block. Addtiional data will be stripped off. Please check the profile to ensure that the information was captured as expected.

Soldier has been through the board process and been found Fit For Duty, or has been Returned To Duty or Reclassed within the limitations of this profile. (ADD NECESSARY COMMENTS AS NEEDED)

Board Date: 20110706

Submit Post-Board MEB Comments   Submit Post-Board MAR2 Comments

• **Post-Board Profile has been successfully created and automatically approved. The MEDPROS system will reflect the new profile codes on the next available business day.**

If you would like to view the PDF of the Post-Board Profile, please click here.

☞ **Note: At this time the board records created are only visible in MEDPROS or through the MEDPROS PULHES grid under the Find / Create Profile functions.**

Rejected Profiles

Profiles now have visibility of the rejection comments entered by the approval authority. The profile routes back to the initiator of the profile through the Rejected Inbox, but other providers have the ability to view the comments and make the necessary modifications to the profile for resubmission.

User Action	What to Check/System Response
Select rejected profile and click 'view'	Displays profile with rejection comments at bottom. The Provider can edit and resubmit the profile as needed.

☞ **Previously only the originator of the profile had access to the comments and the ability to modify the profile. Now the other providers can view comments and edit for resubmission.**

Profile Modifications

Added separate 'Modify' button allowing a Provider to make necessary changes to an active permanent profile. This creates a new profile, which routes through the appropriate approval process.

User Action	What to Check/System Response
Select profile to modify.	A separate Modify button is now available to allow Providers to make changes outside a downgrade.

 **Note: Please use the Downgrade button if the change reflects a downgrade to the profile.**

 **Note: Providers no longer need to create a new profile to make the necessary modifications.**

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Administrative Functions

User Directory

UIC, email address and phone number to the grid

User Action	What to Check/System Response
Hover of My Account and click User Directory	This grid lists the current active e-Profile users for your location, including contact information.

👉 **Note: Click the email address link to send email directly to user.**

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User Approval

e-Profile now displays the name of e-Profile administrator who last approved a user's account.

User Action	What to Check/System Response
Under Manage Users function, click 'details' for the specific user.	e-Profile displays the name of the administrator who last approved the account.

Administration > User Details

help center

The sections below contain application user information. You will be able to adjust the user's application settings, approve pending HIPAA certificates, view their registration information, and view application usage activity.

MSG. UNIT ADMIN2

AKO ID: 1.UNITADMIN.2   **Status**: Active   **Registered**: 20110103   **Expires**: 20130103
Compo: Army   **Location**: FT STEWART   **Email**: lori.jones@asmr.com   **UIC**: WJJNAA
User Role: Unit Administrator   **Clinic**:

Pending HIPAA Certificates   (Show Details...)

Account Settings   (Hide Details...)

Account Status: Active

Expires On: 20130103

User Role: Unit Administrator

State/Region: FT STEWART (USA MEDDAC FT STEWART)

UIC: WJJNAA

Issuing Clinic: -optional-

Approved by: Admin1, Ft Stewart

Update   Cancel

👉 **Note: Used as an audit if there are questions regarding account approval.**

Archive User Accounts

e-Profile administrators can now archive expired or rejected user accounts.

User Action	What to Check/System Response
Click on 'archive' through the Manage Users function to archive expired or rejected accounts.	Archives the account and removes from list. Change the Show Archived filter to include them in the listing.

👉 **Note: Once archived, the account can be unarchived. If the account has expired and the user resubmits request, the account will automatically be unarchived.**

Delete Scanned / Uploaded Profiles

Scanning / uploading a profile will automatically set the status to 'provisional' and route to the e-Profile administrator and approval authority for confirmation. This approval process is a QA tool to ensure the scanned profile posts to the correct Soldier's record. It is not to validate/approve the profile. Approving the scanned profile will set the status to 'approved'. e-Profile added a function to allow users to delete the scanned profile if needed. Previously if a user wanted an approved scanned profile deleted, they would need to go through the MODS Help Desk.

The ability to delete a scanned profile is based on an account permission for the role/user.

User Action	What to Check/System Response
Click 'Delete' next to the uploaded profile you wish to delete.	e-Profile displays a confirmation popup message to confirm delete before action is carried out.

ⓘ The current active permanent profile is displayed in boldface.

Uploaded Profiles

Description	Date Added	Added By	Status	View	
test	20101123	user.mndsa	Approved	📄	→ Delete
test	20101123	user.mndsa	Approved	📄	Delete
test	20101123	user.mndsa	Approved	📄	Delete
test	20101123	user.mndsa	Approved	📄	Delete
mtest	20101124	user.mndsa	Approved	📄	Delete
mtest23	20101124	user.mndsa	Approved	📄	Delete
mtest234	20101124	user.mndsa	Approved	📄	Delete
testUpload	20101124	user.mndsa	Provisional	📄	Delete
approveupload test	20101124	ngb.aa	Provisional	📄	Delete
test99	20101123	user.mndsa	Approved	📄	Delete

1 2

👉 **Note: Please note this option is based on permission (Delete Uploaded) and not available to all users.**